



# CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 Pacific Avenue ! Long Beach, CA 90822 ! (562) 570-7500 FAX (562) 570-7408

## **POSITION VACANCY OPEN TO CITY EMPLOYEES ONLY Systems Technician I, Permanent Full-Time Automated Services Bureau**

**SALARY RANGE:** \$15.39 – \$20.84 per hour

**THE POSITION:** Under general supervision, operates, installs, maintains, monitors, and controls computer and/or communications hardware and software or other electronic equipment that are part of the Department of Library Services' automated library system.

### **EXAMPLE OF DUTIES:**

- Upgrades computers and peripherals including modems, printers, disk drives, and monitors;
- Operates a variety of input/output equipment (e.g., printers, tape drives);
- Maintains inventory of all hardware including peripherals;
- Monitors telecommunications network and reports problems as they occur;
- Determines causes of job failures such as printer problems;
- Resolves hardware and software problems such as replacing parts in computers or contacting vendors to arrange repairs when necessary;
- Prepares and maintains reports as required such as monthly statistical reports; and
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:** Candidates must hold the position of, or be on the eligible list for, Systems Technician. Must be able to work weekends and some evenings.

**DESIRED QUALIFICATIONS:** One year of experience working with computer hardware and software. Familiarity with automated library systems.

**SELECTION PROCEDURES:** Interested candidates should submit detailed resume and cover letter to Laurel Prysiaczny at the address above by 4:30 p.m. on Friday, February 20, 2004. Interviews will be scheduled shortly thereafter.

### **AN EQUAL OPPORTUNITY EMPLOYER**

This information is available in an alternative format by request to Theresa Graham at (562) 570-6110. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call Theresa Graham 48 hours prior to the interview at (562) 570-6110.